

PERSONNEL-RELATED DEATH NOTIFICATIONS

16.01 PURPOSE

This regulation provides procedures for **the preparation, submission, and dissemination of personnel-related death notifications.**

16.02 SCOPE

Personnel-related death notifications are created primarily for intra-Department dissemination and are initiated when the death of any of the following **persons** occurs:

- A. Active personnel (work- or non-work-related **death**).
- B. Retired personnel, when **information concerning the death is known.**
- C. Immediate family members of active personnel, if permission is **granted** by the affected member/employee. **For the purpose of this regulation, the term “immediate family members” shall be limited to parents, brothers, sisters, spouse, children, or any other relative residing in the household of the affected member/employee.**

16.03 NOTIFICATION AND RESPONSIBILITY

- A. Notifications: Commanders/Directors shall ensure notifications of **personnel-related** deaths are **completed/submitted via the Administrative Notifications/Messages Entry system, using the appropriate fixed-screen template. The Administrative Notifications/Messages Entry system can be accessed via the PSPiNet, Administrative Center.**
- B. Content: The notification shall contain all available **pertinent information concerning the death. All fields requiring an entry shall be completed. If funeral/memorial arrangements are not known at the time of initial reporting, a subsequent notification shall be completed when they become available.**
- C. Immediacy: The notification **shall be submitted** immediately upon receipt of pertinent information.